



Faculty Council Procedure for Student Selection

1. At the time required by the school calendar, the Upper School guidance will provide the Honor Society Faculty Advisor with a list of academically eligible students (Grade Point Average at or above 3.5) from the eligible classes (10th, 11th and 12th grades).
2. The Faculty Advisor will mail letters to all students academically eligible notifying them of their possible candidacy (possible candidate letter). An email will also be sent home to parents/guardians. Students will have one week to decide if they would like to continue with the application process.
3. Academically eligible students will decide if they want to be considered as Honor Society candidates by marking and returning a return notification letter.
 - 3.1 If the student indicates their desire to not be considered as a candidate, they will be dropped from consideration for the current selection period.
 - 3.2 If the student indicates their desire to be candidates, the Faculty Advisor will solicit Faculty Evaluation and Information forms (B1.F2) from selected RLCA teachers, coaches, advisors, and present Honor Society executive committee members who have had the candidates as a student, athlete, or activity member during the past four semesters (recommend current teachers and most recent coaches).
4. Students accepting candidacy must complete the Student Activity Information Form (B1.F1) and return it to the Faculty Advisor (school office) by the date requested in the Possible Candidate Letter.
5. The Faculty Advisor will collect the Faculty Peer Evaluation/Information forms, and the Student Activity Information forms creating a file of each candidate for distribution to Faculty Council members for evaluation. The Faculty Advisor may include summary information such as averages of faculty peer evaluation scores for students as well as discipline records.
6. The Faculty Council will meet to evaluate candidates as presented by the Faculty Advisor. Faculty Council members will assess all information presented and vote (yes or no) as to the candidate's selection to RLCA Honor Society. Faculty Council selection requires five members (no more than five) (or members and alternates).
 - 6.1 Candidate selection will be determined by at least three "yes" from those five Faculty Council members (or alternates) present.
 - 6.2 Student Information Forms and Faculty Peer Evaluation Forms are used only as assessment information. All candidates must be selected (or not selected) by Faculty Council vote.

- 6.3 No official records of how individual Faculty Council members voted will be kept.
 - 6.4 No records or information as to the vote distribution will be published or released.
 - 6.5 Voting for any candidate may be done by anonymous ballot if any one member requests it.
7. Notice of selection or non-selection
- 7.1 The Faculty Advisor will issue Notice of Selection letters to selected candidates. The letter will be addressed to the student. However, an email will be sent to the parent/guardian to let them know a letter has been sent through the mail.
 - 7.2 The Faculty Advisor will issue Notices of Non-selection letters to candidates not selected with general information on why they were not selected and about how they might increase their selection prospects in the future (if they could be students in the next election cycle).